

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Supervising Transportation Planner	California Transportation Commission	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
	696-004-4725-xxx	07/14/2015

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

The Commission advises and assists the Secretary of the California State Transportation Agency and the Legislature in formulating and evaluating state policies and plans for California's transportation programs, and has the ultimate responsibility for adopting statewide transportation policy. The Commission is responsible for the programming and allocating of funds for the construction of highway, passenger rail, transit, and bike and pedestrian improvements throughout California. The Commission is an active participant in the initiation and development of State and Federal legislation that seeks to secure financial stability for the State's transportation needs.

Under the direction of the Deputy Director, the incumbent assists in the development of policies and procedures for the State's multi-modal transportation system; assists in the evaluation of current and pending issues for Commission action; serves as the primary staff support to the Commission in the development of program guidelines, policies and procedures; and supports the Deputy Director in the coordination of financial, legislative, and environmental matters of the Commission. The Supervising Transportation Planner serves as a member of the Policy Staff and participates in high level policy and planning decisions for the Commission.

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
20% E	<p>Statewide Multi-Modal Transportation Planning</p> <ul style="list-style-type: none"> o Develops Commission policies on statewide guidelines and/or procedures for Regional Transportation Plans. o Reviews and prepares comments for Commission consideration in response to regional transportation plans, the California Transportation Plan, the State Rail Plan, the State Freight Rail Plan, Interregional Transportation Strategic Plan, and other related transportation plans. o Develops policy solutions for Commission consideration in consultation with transportation stakeholders for the initiation and development of State and Federal legislation that seeks to secure financial stability for the State's transportation needs identified in transportation plans. o Prepares planning issue memos as needed and new planning areas of Commission policy; and follow-up on procedural memos to implement new policy decisions. o Develops guidelines for Caltrans' preparation of the California Transportation Plan. o Actively participates in planning work groups and committees ensuring the policies and directions of the Commission are represented.
20% E	<p>Programming & Allocating Funding</p> <ul style="list-style-type: none"> o Develops statewide guidelines for programming and administering new and/or existing programs. Includes development of Commission policies on statewide programming guidelines and/or procedures for State Transportation Improvement Program, Active Transportation Program, and/or other programs. o Advises Caltrans and recipient agencies in programming requirements. o Reviews and prepares recommendations on project readiness and project funding for capital projects, consistent with statutory and program guidelines. o Responds to requests from and interprets program guidelines for recipient agencies ensuring compliance with program guidelines and state and federal law. o Advises Caltrans and recipient agencies in programming requirements. o Receives, reviews, and evaluates programming proposals. o Develops statewide guidelines for programming and administering new and/or existing programs.

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

- o Receives, reviews, and evaluates programming proposals.
- 20% E Asset Management Program and SHOPP
 - o Coordinate and collaborate with Caltrans and other stakeholders to ensure statewide goals and objectives are addressed transparently
 - o Evaluate the extent to which the SHOPP is consistent with statutorily established funding priorities
 - o Develops an asset management plan, in consultation with Caltrans, to guide in the development of the SHOPP
 - o Develops performance measures and recommendations to executive management on the SHOPP and the Asset Management Plan.
 - o Prepares procedures to implement Commission policy; and follow-up procedural memos to implement new policy decisions.
 - o Reviews and analyzes proposals received from regional agencies and Caltrans for presentation to the Commission.
 - o Responds to issues raised by regional agencies, Caltrans, or other interested parties.
- 15% E California Environmental Quality Act (CEQA)
 - o Directs and manages staff in the analysis of routine Notice of Preparations and Draft Environmental Impact Reports, review of final environmental documents and preparation of necessary documentation to bring the environmental document forward to the Commission for their consideration.
 - o Presents environmental action requests to the Commission at regularly scheduled public Commission meetings.
 - o Provides environmental technical expertise to the Commission and Commission staff.
- 15% E Legislation & Coordination
 - o Responds to legislative inquiries. Prepares summaries and makes recommendations to the Executive Director/Chief Deputy Director/Deputy Directors on matters of legislation and legislative policy.
 - o Tracks, monitors, and evaluates legislative proposals and identifies high priority bills of interest to the Commission.
 - o Reviews enacted legislation to determine Commission responsibilities under new or revised laws and coordinates the preparation of related implementation plans.
- 10% E Finance & Budget
 - o Develops policy and methodology for financing transportation programs.
 - o Develops and assists in methodology for estimating revenues available in current and future years.
 - o Participates in the review and analysis of the Department of Transportation's Fund Estimates, budget and allocation capacity recommendations, and other financial analyses.

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.
MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

May act as lead as required.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: The planning process and general practices of transportation planning, research methods and techniques including conducting or participating in planning studies, and contemporary transportation, environmental, land use, social, economic, fiscal, legal, and political issues; effective public participation techniques; the Commission's mission, organization, policies, and procedures; Federal and State laws and regulations; concepts and terminology relating to transportation planning; sources of funding transportation programs; the Commission's budgeting process; the Commission's Affirmative Action Program objectives; principles and techniques of selecting outside consultants; principles and techniques of effective supervision and personnel management; a supervisor's role in safety, health, labor

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

relations and the Commission's Affirmative Action Program and the processes available to meet these program objectives; and purpose, organization, the policies of Federal, State, regional, and local transportation agencies; program goals and objectives of the Department of Transportation.

Ability to: Gather, compile, analyze, and interpret data; reason logically, basically, and creatively; develop formats to present and display data; use a variety of analytical techniques to propose solutions to or provide information regarding transportation problems; develop and evaluate alternatives; present ideas effectively orally and in writing; work effectively with others as an interdisciplinary team member; establish and maintain effective and cooperative working relationships with those contacted during the course of the work; conduct studies related to State transportation planning; analyze problems and develop appropriate solutions; recommend effective course of action; evaluate general planning proposals; work independently on complex planning projects; organize and direct the work of a staff engaged in a variety of planning activities; evaluate and monitor the work of consultants; communicate effectively with other agencies, the public, and the media; effectively contribute to the Commission's safety, health, labor relations, and Affirmative Action Program objectives; provide direction of the analysis of transportation and environmental planning studies.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Failure to use sound judgment in the execution of duties of this position could result in damage to the credibility of the Department, limiting the effectiveness of the Department's relationship with local partner agencies and could result in the loss of allocated funds for State and local projects.

PUBLIC AND INTERNAL CONTACTS

Participate in meetings dealing with federal, State, regional and local agencies and the public concerning the scope and content of assigned special projects. The incumbent will maintain a continual dialogue with Department staff and local agency staff on project progress and status.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Awareness and sensitivity to social, economic and environmental conditions which affect Transportation Planning. Must deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent, even under the demands of providing project data related products with very short notice. Must be open to change and incorporating new information/technology, which create changing conditions, or unexpected obstacles.

WORK ENVIRONMENT

Professional office environment, in a climate controlled office under artificial and natural lighting while extensively using computers. May require overtime on weekdays and/or weekends. Handle changing and competing priorities and deadlines. Work in a team environment. Interact well with high level officials. Ability to travel by land and air to various locations throughout the State.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE